



EMPLOYMENT OPPORTUNITY

1. RPA #	09 -0017
ANALYST'S INITIALS	AL
DATE	10/10/08

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Technician (Typing)	POSITION NUMBER 293-300-1139-002	TENURE PERMANENT	TIME BASE Full Time	CBID R04	
OFFICE OF Gambling Control Commissioner	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$2686 TO \$3264	
SEND APPLICATION TO: California Gambling Control Commission 2399 Gateway Oaks Drive, Suite 220 Sacramento, CA 95833 Attn: Alaina Lutz	REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 100				
	SHIFT AND WORKING HOURS DAYS - 8:00 - 5:00				
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN				
	PUBLIC PHONE NUMBER (916) 263-0700	PUBLIC PHONE NUMBER () -			
SUPERVISED BY AND CLASS TITLE Dale Kuroda, Staff Services Manager I				FILE BY October 27, 2008	

The California Gambling Control Commission (Commission) is a small, newer agency undergoing substantial growth. The Commission's primary responsibility is to regulate gambling activities within the state. Employment with the Commission offers an opportunity to participate in a diverse and innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenges of this organization.

LOCATION/PARKING:

The Commission is located off of West El Camino Ave. in South Natomas in a newer business park with new office facilities. **PARKING is FREE**.**

DUTIES:

Provide the Commission's reception needs by performing functions such as answering and screening telephone calls, routing calls, and personally providing assistance and general information to the public.

Provide clerical support to the Commission by performing functions such as processing and distributing incoming mail, which includes handling of various types of checks for licensing and tribal fees, using good judgment and knowledge of Commission staff and programs, preparing travel expense claims for staff, preparing in final format various letters, reports, forms, charts, graphs, and other written materials for signature and distribution, performs special projects for Support Services such as entering data into databases, special mailings, responding to requests for information, etc.

SELECTION CRITERIA:

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will also consider a Training and Development assignment.

FINGERPRINTING:

Applicants will be fingerprinted for the purpose of obtaining a criminal record check.